

MEMORANDUM

To: Tommy Case; Theresa Rakes

From: Mike Silverman

Date: May 1, 2012

Re: **Commonwealth IT Assessment – Status Report #5**
April 1, 2012 – April 30, 2012

Executive Summary

During this reporting period, PTI conducted the findings validation workshop, began working on our recommendations, and started writing the first draft IT Assessment Report. The findings validation workshop, originally scheduled for April 4, was delayed until April 30 due to a weather-related incident and subsequent calendaring difficulties. The recommendations validation workshop, originally slated for April 30, has been postponed until May 16.

We previewed our preliminary recommendations with selected Commonwealth staff on April 25. Materials development continues as we prepare for the May 16 session.

The report delivery schedule remains compressed. The current work plan has PTI delivering the draft report on May 22, and the Commonwealth providing feedback on the 30th. PTI will not be able to meet the May 22 delivery date if the May 16 validation session results in significant changes. We may also have difficulty meeting the May 22 date given the current focus on preparing for the recommendations validation workshop, which needs to take precedence over writing the draft report.

The Commonwealth's schedule for reviewing and providing consolidated comments on the draft report is also compressed. It will take a concerted effort on the Commonwealth's part to deliver consolidated comments within five business days of receiving the draft document. Plans for reviewing the draft should be made accordingly.

No issues exist.

Tasks Completed/In Progress

The following table presents our current task completion status.

Task	Completion %
Project Management	
PM.1 Manage Project	70%
PM.2 Develop and Distribute Information Request	100%
PM.3 Conduct Training for PTI Data Collection Tools	100%
Phase 1: Assessment	
1.1 Review State and Cabinet/Agency Data and Documentation	100%
1.2 Conduct Interviews	100%
1.3 Conduct State IT Best Practices Research	100%
1.4 Evaluate Current IT Governance	100%
1.5 Analyze IT Funding	100%
1.6 Analyze IT Spending	100%

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Task	Completion %
1.7 Assess IT Organization and Service Delivery	100%
1.8 Assess IT Workload Drivers	100%
1.9 Assess Service Catalog	N/A
1.10 Develop Findings	100%
1.11 Conduct Findings Validation Workshops	100%
Phase 2 – Strategy Development	
2.1 Develop IT Sourcing Evaluation Indicators	100%
2.2 Develop Recommendations	75%
2.3 Develop IT Service Catalog Measures	N/A
2.4 Conduct Recommendations Validation Workshops	10%
2.5 Prepare First Draft IT Assessment Report	15%
2.6 Prepare Second Draft IT Assessment Report	0%
2.7 Prepare Final IT Assessment Report	0%
2.8 Deliver Final Presentation	0%

Plans for Next Period (May 1, 2012 – May 31, 2012)

In May we will conduct the recommendations validation workshops, and, schedule permitting, deliver the first draft IT Assessment Report.

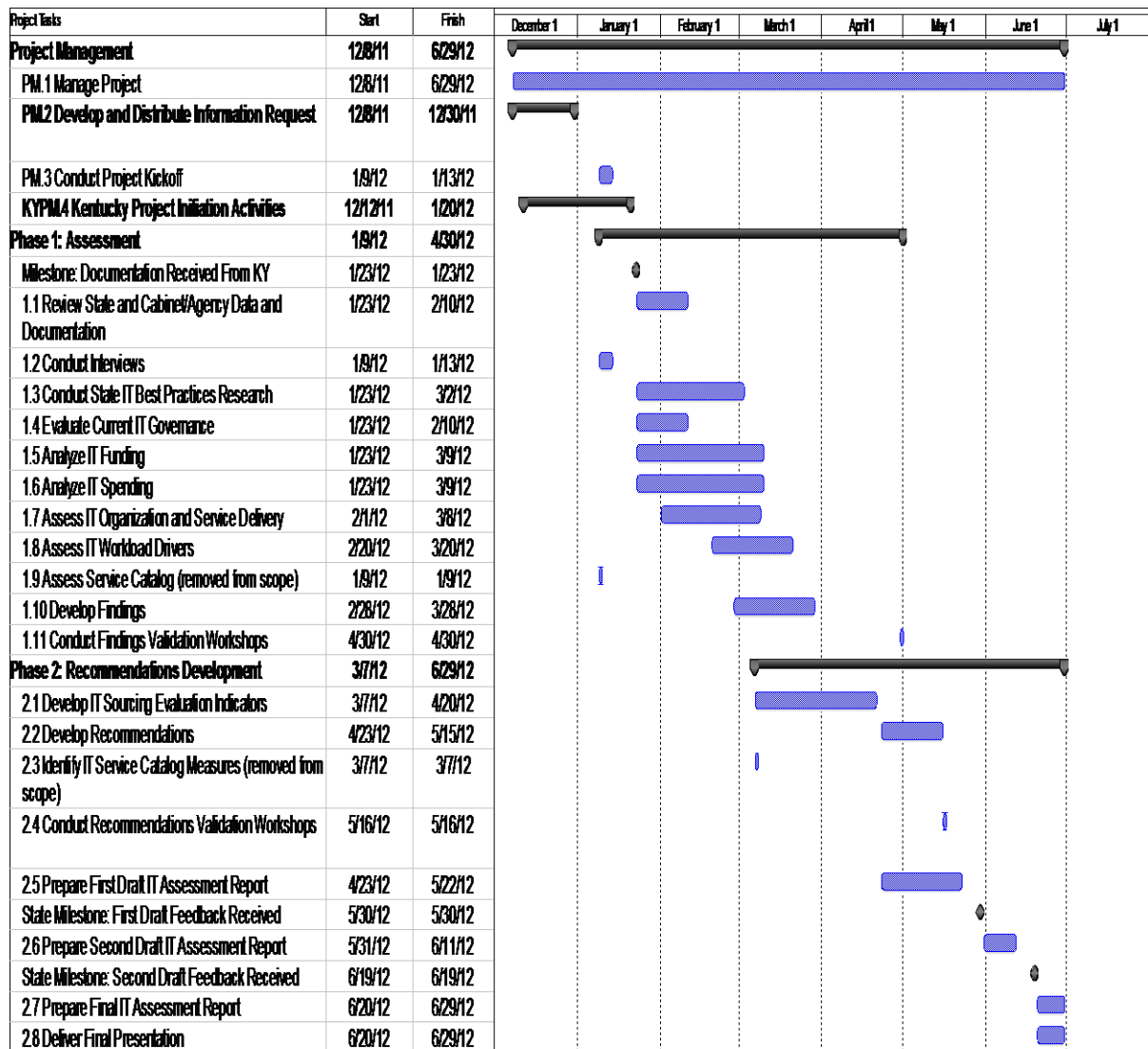
Project Schedule

The Gantt chart on the following page presents the current project timeline.

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Issues/Resolution

There are no issues to report at this time.